

ELM PARK SCHOOL

ONLINE GUIDELINES FOR STAFF AND STUDENTS

Class Blogs: Guidelines for Students

- Be safe
- Be mindful of what you say
- Be respectful to others
- Be informative
- Be interesting

When we write on the web the whole world can see it. What we say, the pictures we post, or the videos we share give anyone who reads it a good or bad view of me. Anything we share can be saved and viewed by others forever. Because of all of this, we need to make sure that the impression we give to others who read our work is a good one, and we promise that:

1. We will treat people who read and reply to our work kindly, even if we disagree with what they write. We will not use bad pictures, videos or language.
2. We will never share personal information about ourselves, such as our name, age, address, my parents' names, etc.
3. Our writing will be a true description of places, events, people, or our thoughts, feelings or imagination.
4. With permission, any work uploaded will be credited to its creator and hyperlinked where possible.

We know that we are responsible for the things written or included in our online work. We will do our best to make sure it is all correct and appropriate, including keeping track of the comments we receive.

If anything is posted that is inappropriate, offensive, or dangerous, we will notify our teacher as quickly as possible. We will also take full responsibility for any good or bad consequences.

Class Blogs: Guidelines for Teachers

A class blog is an extension of the classroom programme and as such reflect on the reputation of Elm Park School. These guidelines are not meant to be exhaustive and do not cover every contingency. If you are in doubt about the appropriateness of an item please talk to the Director of e-Learning.

1. We will treat people who read and reply to our work with respect, even if we disagree with what they write. Personal opinions are welcome but we will use constructive criticism and evidence to support our position. We will not write anything inappropriate including, but not limited to:
 - profanity
 - racist comments
 - sexist comments
 - discriminatory remarks
 - personal attacks
2. We will never post personal information about ourselves or others. Including, but not limited to:
 - first name
 - last name
 - age
 - address
 - phone number
 - username
 - password
 - email address
3. Never claim to be someone you are not. Our writing will be a true description of places, events, people, or our thoughts, feelings or imagination.
4. Copyright
 - Student copyright
 - ✓ Students own the copyright of their work.
 - ✓ We will seek permission from the student before uploading work.
 - ✓ Any student work uploaded will be credited to that student.
 - Copyright/Creative Commons
 - ✓ Permission will be sought for copyright work.
 - ✓ All work belonging to others (copyright or Creative Commons) will be credited.
 - ✓ Hyperlinks will be included where possible.

5. Teacher responsibilities:

- Blogs must be setup using blogspot.com using the Elm Park School format (ie roomXXeps.blogspot.com).
- The class teacher and the Director of e-Learning will be administrators on the blog using school email addresses.
- When the teacher leaves Elm Park School the blog remains the responsibility of the school.
- Where appropriate, a class login for the blog may be set up using The username and password for this account should be emailed to the Director of e-Learning.
- If posing work from other web 2.0 sources (eg Flickr, voicethread, divshare etc) see the Web 2.0 Guidelines document for further details.
- Monitor changes to the space daily to ensure all content in posts, comments and widgets is appropriate (eg Sidebars and RSS feeds).

Guidelines for Online Professional/Learning Spaces

Professional blogs and other online learning spaces are an extension of your professional life and you should never write anything that you wouldn't say to your students, parents or colleagues. These guidelines are not meant to be exhaustive and do not cover every contingency. If you are ever in doubt about the appropriateness of an item, please do not upload it before checking with the appropriate parties.

1. My blog/online learning space is a public forum and I will treat people online as I would treat them face to face - even if they disagree with my opinions or what I write. I will use constructive criticism and provide evidence to support my position when replying to people.
2. I will respect the privacy and rights of my students and colleagues including, but not limited to, online identities, first names, last names, age address, phone number and place of employment.
3. My writing will be a true description of myself, my points of view and events (in consideration of 1 above).
4. Privacy - student photos or work may not be uploaded online although links to the class blog may be inserted if relevant. In exceptional circumstances, and when there is a genuine learning purpose for others, I may seek permission from the principal to send home a letter to request specific parental consent for a item to be uploaded to my blog or online learning space.

5. Copyright

- Student Copyright
 - ✓ If principal and parental permission has been given:
 - ◆ I acknowledge that the student owns the copyright to any of their work
 - ◆ I will seek permission from the student who owns the work.
 - ◆ I will credit the work to the student.
- General Copyright
 - ✓ I will seek permission from the creator to upload Copyright material.
 - ✓ If using Creative Commons licensed material I will credit the creator.
 - ✓ I will provide hyperlinks to the creator where possible.

Web 2.0 Teacher Guidelines

- All online accounts for use with Elm Park School students must set up in following format: roomXXeps
- Use school email address.
- Send all accounts details including URL, username and password as attachments or screenshots to the Director of e-Learning for centralised safe keeping.
- When a teacher leaves Elm Park School responsibility for the online account must be transferred to another teacher or the Director of e-Learning.
- Online spaces used at Elm Park School include:
 - ✓ Voicethread
 - ✓ Flickr
 - ✓ Divshare
 - ✓ Blogger
 - ✓ Skype
 - ✓ Glogster Edu
 - ✓ Animoto
 - ✓ Teacher Tube
 - ✓ Google Apps
 - ✓ Slide.com
 - ✓ Slideshare
- If there is an online tool a teacher would like to use with students but it is not on the list above, permission must be sought from the Director of e-Learning.
- The use of the internet or school email should be professional and any opinions expressed should not reflect negatively on Elm Park School.